



# Amman National School

## Academic Honesty Policy

2018-2019

Review Date: March 2019



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## Academic Honesty

Academic honesty is a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment<sup>1</sup>. It is also an essential aspect of teaching and learning in IB programmes where action is based on inquiry and reflection<sup>2</sup>. The school gives priority and emphasizes the importance of academic honesty. Students are encouraged to lead a life governed by honesty and integrity.

All students must understand and respect the basic meaning and significance of concepts that relate to academic honesty, especially authenticity and intellectual property.<sup>3</sup>

Academic honesty helps students:

- to promote personal integrity and respect for others.
- to promote integrity in their work.
- to avoid any form of misconduct or malpractice.
- to have equal opportunities to use their knowledge and skills acquired during school years<sup>4</sup>.

### Definitions of Malpractice:

- Plagiarism: This is defined as the representation, intentionally or unwillingly, of the ideas, words or work of another person as the candidate's own or without proper, clear and explicit acknowledgement<sup>5</sup>.

Plagiarism is manifested in the following practices:

- Copying another person's actual words without the use of quotation marks and footnotes.
- Presenting another person's ideas or theories in your own

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<sup>1</sup> Garza, Celina. *Academic honesty-principles to practice*. Geneva: IBO, 2014. Web. 13-2-12-16.  
<http://www.ibo.org/contentassets/71f2f66b529f48a8a61223070887373a/academic-honesty.-principles-into-practice---celina-garza.pdf>

<sup>2</sup> *Academic honesty in the IB context*. Geneva: International Baccalaureate Organization, 2014. Web. 13-12-2016.  
[https://ibpublishing.ibo.org/server2/rest/app/tsm.xql?doc=g\\_0\\_malpr\\_sup\\_1408\\_1a\\_e&part=1&chapter=1](https://ibpublishing.ibo.org/server2/rest/app/tsm.xql?doc=g_0_malpr_sup_1408_1a_e&part=1&chapter=1)

<sup>3</sup> *Academic honesty: guidance for schools*. Geneva: International Baccalaureate Organization, 2003. Print. p.2.

<sup>4</sup> United Nations International School. *Academic Honesty Policy*. 2014. Web. 13-2-2017.  
[https://www.unis.org/uploaded/02\\_ACADEMICS/2014-15/IB/IB\\_Academic\\_Honesty\\_Policy.pdf](https://www.unis.org/uploaded/02_ACADEMICS/2014-15/IB/IB_Academic_Honesty_Policy.pdf)

<sup>5</sup> Garza.

- words without acknowledging them.
- Using information that is not considered common knowledge without acknowledging the source.
  - Failure to acknowledge collaborators on homework and laboratory assignments.
  - Purchase and submission of papers from "paper mills," internet vendor sites, and other sources.
- Collusion: this is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another such as lending assistance or failing to report witnessed acts of academic misconduct
  - Duplication of work: this is defined as the presentation of the same work for different assessment components and/or diploma requirements.
  - Cheating: is the attempted or unauthorized use of materials, information, notes, study aids, devices or communication during an academic exercise manifested in:
    1. Copying from another student during an examination or allowing another to copy your work.
    2. Using unauthorized notes during a closed book examination.
    3. Taking an examination for another student.
    4. Asking or allowing another student to take an examination for you.
    5. Changing a corrected exam and returning it for more credit.
    6. Submitting substantial portions of the same paper to two classes without consulting the second instructor.
    7. Allowing others to research and write assigned papers including the use of commercial term paper services.

For more about definitions refer to "Academic Honesty in the IB Educational Context".<sup>6</sup>

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<sup>6</sup> *Academic honesty in the IB context.*

[https://ibpublishing.ibo.org/server2/rest/app/tsm.xml?doc=g\\_0\\_malpr\\_sup\\_1408\\_1a\\_e&part=1&chapter=1](https://ibpublishing.ibo.org/server2/rest/app/tsm.xml?doc=g_0_malpr_sup_1408_1a_e&part=1&chapter=1)

## **Role of the School**

The school

- establishes an academic honesty school policy that promotes good academic practice and a school culture that actively encourages academic honesty.
- ensures teachers and students adhere to the school's academic honesty policy.
- spreads awareness within the school community on academic honesty and its meaning.
- makes sure that all students clearly understand the school's academic honesty policy.
- spreads awareness that academic dishonesty is to be treated as a very serious matter.
- sets a clear policy and procedures in case of academic dishonesty.

## **Role of IB Coordinators**

The IB coordinators

- ensure that the school's academic honesty policy is aligned with IB expectations and undergoes a periodic review.
- know the regulations and instructions as provided by the IBO that govern the conduct of each examination session (IBDP) and of the personal project (IBMYP).
- give workshops on the meaning of academic honesty, importance of referencing, and the consequences of dishonesty.
- inform staff and students through various media what constitutes malpractice and how it can be prevented.
- make sure that all students know all the consequences of academic dishonesty.
- ensure candidates are provided with relevant information about examination regulations.<sup>7</sup>
- investigate in any suspected breaching of the school's academic honesty standards.

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<sup>7</sup> Garza.

## **Role of the Teachers**

The teachers

- support and act according to the school's academic honesty policy.
- educate students on the meaning of academic honesty and provide advice whenever necessary for students pertaining on academic honesty.
- abide by all academic honesty practices and act as role models.
- provide opportunities for students to practice and to learn how to use other people's work in support of their own<sup>8</sup>.
- make sure that students know the correct referencing and citing procedures.
- make sure that all materials handed to students; handouts, presentations, etc. are correctly referenced.
- monitor students' work regularly to ensure that their work is authentic.
- confirm that, and to the best of his/her knowledge, all students' submitted work is authentic.
- ensure that students submit their work to an anti-plagiarism site to detect similarity or copying.

## **Role of the Students**

Students should

- abide by the school's academic honesty policy and rules.
- adhere to the ethical and professional standards associated with academic courses. (Such standards are generally communicated to students by instructors and are available through publications produced by the IBO).
- ensure that all their submitted work is authentic and the work or ideas of others are fully acknowledged, or else, it is deemed plagiarism.
- review their work before submission for assessment to identify any passages, data, graphs, photographs, computer programs, etc., that still require acknowledgement.<sup>9</sup>

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<sup>8</sup> *Academic honesty in the IB context.*

[https://ibpublishing.ibo.org/server2/rest/app/tsm.xml?doc=g\\_0\\_malpr\\_sup\\_1408\\_1a\\_e&part=1&chapter=1](https://ibpublishing.ibo.org/server2/rest/app/tsm.xml?doc=g_0_malpr_sup_1408_1a_e&part=1&chapter=1)

<sup>9</sup> *Academic honesty: guidance for schools.* p. 9.

- submit their work to an anti-plagiarism site to detect similarity.

### **Role of the Extended Essay and the Personal Project Coordinators**

The extended essay and personal project coordinators:

- explain principles of academic honesty and effective citing and referencing.
- revise students' work to ensure that it has proper referencing and citing.
- allocate lessons from the research curriculum for students from grade 7 upwards on the importance of academic honesty, referencing and citing their work.
- explain Turnitin.com site

### **Role of the Library and Information Center**

The library and information center

- ensure subscription to anti plagiarism site, [www.turnitin.com](http://www.turnitin.com)
- make sure to spread awareness among students about copyrights.
- updates all information pertaining to academic honesty, school policy, the consequences of dishonesty, citation and referencing available to both students and parents on the school website, [www.ans.edu.jo](http://www.ans.edu.jo)
- refer staff and students to the following useful sites about applying academic honesty IB regulation:
  1. **Effective citing and referencing**  
[https://ibpublishing.ibo.org/server2/rest/app/tsm.xql?doc=g\\_0malpr\\_sup\\_1408\\_2b\\_e&part=1&chapter=1](https://ibpublishing.ibo.org/server2/rest/app/tsm.xql?doc=g_0malpr_sup_1408_2b_e&part=1&chapter=1)
  2. **Academic Honesty in the IB Context**  
[https://ibpublishing.ibo.org/server2/rest/app/tsm.xql?doc=g\\_0malpr\\_sup\\_1408\\_1a\\_e&part=1&chapter=1](https://ibpublishing.ibo.org/server2/rest/app/tsm.xql?doc=g_0malpr_sup_1408_1a_e&part=1&chapter=1)
  3. **General Regulations: Diploma Programme**  
<http://www.ibo.org/globalassets/publications/become-an-ib-school/dp-general-regulations-en.pdf>

### **Breaches to IB Regulations:**

- Plagiarism
- Collusion
- Taking unauthorized material into an examination room
- Stealing examination materials
- Disruptive behavior during examination
- Disclosure of information about the content of an examination paper within 24 hours after a written examination<sup>10</sup>

### **Procedures for Academic Dishonesty**

If a student is suspected of breaching the school's academic honesty standards, the coordinator must be informed. After investigation, the concerned student is given the chance to explain. The following measures are then taken:

- If found not guilty, no record is kept.
- If the work is found inappropriate or academically dishonest, parents are informed; student is allowed one more chance to resubmit another appropriate copy.

In case of a second violation, student is referred to the school's disciplinary committee to take the appropriate action such as:

- Deprive from exams.
- Cancel his/her work and report to concerned bodies.
- Apply IB regulations and sanctions. (General Regulations: Diploma Programme, 2014.

<http://www.ibo.org/globalassets/publications/become-an-ib-school/dp-general-regulations-en.pdf> )

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<sup>10</sup> Garza.

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